

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

26 DEC 1974

MEMORANDUM FOR: Director of Development and Engineering

SUBJECT : Transfer of DD/S&T Courier Responsibilities  
to the Office of Logistics

REFERENCE : Memo dtd 8 Jul 74 to Sec'y, CIA Mgmt Committee  
fm C/CCC, Subject: Consolidation of Mail and  
Courier Services

1. The reference, as approved by the CIA Management Committee, provides for a single Agency courier system for the Metropolitan Washington area (MWA) operated by the Office of Logistics (OL). Integration of Agency courier units into the Mail and Courier Branch, Logistics Services Division (M&CB/LSD), OL, is being conducted on a step-by-step basis to allow for an orderly transition. Pending concurrence of the Office of Development and Engineering (OD&E), it is proposed to integrate the OD&E courier service for the MWA into OL on 3 February 1975. As with other courier units, the initial transfer of responsibility will be on an informal basis with the administrative transfer of positions and property to follow at a mutually acceptable time.

2. The Mail and Courier Branch meets security requirements for handling all-source material and, as a result of assuming responsibility for the National Photographic Interpretation Center courier system, has acquired experienced personnel in handling such material. To assist in the orderly transfer of responsibility, it is requested that OD&E forward to M&CB/LSD/OL requirements for routine and special service. Please include a list of delivery points, schedule requirements, and an estimate of approximate volume of material involved. In addition, a listing of courier positions and equipment associated with the OD&E MWA courier service is also requested. For your information, the reference identified four to five positions and two vehicles associated with the OD&E and Office of Special Activities MWA courier services.

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3. [REDACTED] Deputy Chief, LSD, is the OL point of contact for the Courier Consolidation program. If there are questions on this proposal, he may be reached on extension [REDACTED]

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[REDACTED]  
*for* Michael J. Malanick  
Director of Logistics

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**CONCURRENCE:**

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Leslie C. Dirks  
Director of Development and Engineering

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Date

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OL/LSI [REDACTED] (23 Dec 74)

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